

Program A: Office of the Secretary

Program Authorization: R.S. 15:574.2-574.21; R.S. 15:821-840; R.S. 15:111; R.S. 46:1844(A)(3); Hayes Williams, et al v. John McKeithen, et al CA 71-98-B (M.D. La.)

Program Description

The mission of the Office of the Secretary Program is to oversee development and implementation of departmental policy and to give direction and lend support in the administration, control, and operation of departmental programs and other activities related to offenders placed in state custody by the courts.

The goals of the Office of the Secretary Program are:

1. Maintain American Correctional Association (ACA) accreditation department wide. In so doing, it is the intent of the department to demonstrate that the department can govern itself without the federal court's continued supervision.
2. Continue to implement Corrections Organized for the Re-entry (CORe) by enhancing public safety and crime prevention through the organization and effective utilization of programs and resources to increase the ability of inmates to live lawfully in the community. Institutional and field staff will coordinate efforts and combine resources towards this end, and will actively seek partnership with local and state service agencies, community organizations, and citizen volunteers throughout the re-entry process.
3. Offer crime victims and other directly affected persons the ability to register for notification about specified events in an inmate's movement through the corrections system and to request other assistance and information.
4. Oversee implementation of Project Clean-Up in state adult and juvenile institutions, maintaining an overall project service level of at least 17,000 man-hours per week.

To afford department wide direction and support, the Office of the Secretary Program provides departmentwide administration, policy development, financial management and leadership, sets the standards for ongoing audit programs, and maintains a corporate culture for management excellence. The department secretary is responsible for the functioning and control of all programs within the department. The secretary formulates regulations and determines policies regarding management, personnel, and total operations. The deputy secretary is responsible for special duties and functions as assigned by the secretary. Executive support staff ensures that all administrative functions are carried out. The Legal Services Section represents and defends the department in pertinent litigation, including civil service matters. The chief of staff serves as chief administrative officer of the department's executive and administrative operations, coordinates headquarters policies, and addresses and resolves broad administrative issues that impact the whole department.

The Office of the Secretary Program also maintains the Crime Victims Services Bureau, which publicizes and provides a way for crime victims and their family members to be kept informed about: successful court appeals; parole board or pardon board hearings or other release hearings; information regarding dates of possible release from physical custody, escape, apprehension or otherwise; and inquiries concerning the department's policies and programs for inmates.

The office also is responsible for implementation of and reporting on Project Clean-Up, a joint effort of the Department of Public Safety and Corrections (DPS&C), Services, and the Department of Transportation and Development (DOTD). Project Clean-Up was developed and implemented to support the commitment of the governor and first lady to improve the appearance of roads and highways across the state. The project involves DPS&C inmate crews for litter pickup and DOTD

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work crews for mowing and litter collection. In addition to picking up litter, adult inmates and juvenile offenders suitable for outside work details are assigned to clean out ditches, mow grass, and perform general maintenance tasks to help improve the state's appearance. Project Clean-Up inmate crews are supervised by correctional officers who are equipped with radios and telephones.

The Office of the Secretary coordinates the Corrections Reorganized for Re-entry (COrE) Program - a new three-phase strategy, built on many already working parts, coordinated and directed toward preparing offenders "from the inside out". COrE is Louisiana's response to the challenge of offender re-entry. The department will organize, coordinate, and enhance resources to enable offenders to successfully return to the community and remain there as contributing members of the community.

COrE Goals:

- I. Encourage and assist offenders to make positive use of their time while in custody or under supervision by learning marketable skills, developing new behaviors, addressing deficiencies, and beginning to think in concrete terms of creating a positive future for themselves and their families.
- II. Provide offenders with an intensive period of planning and preparation the three years prior to release or sooner as indicated. Focus will be given to education, job skills, practical survival matters such as housing, job finding, parole requirements; and developing an individualized accountability plan that the offender will be expected to follow in the community.
- III. Support offenders in their transition into the community and help them remain there as productive citizens by monitoring their behavior; identifying and referring them to community programs; developing partnerships with volunteer groups, local law enforcement, faith based institutions and organizations that can help them maintain their positive efforts.

COrE consist of three phases:

Getting Ready, a process that starts at the beginning.

To assist offenders in making positive use of their time while in custody by learning skills through education and job training programs, developing new behaviors, addressing deficiencies, and beginning to think in concrete terms of creating a positive future for themselves and their families.

Going Home, preparation intensifies; focus on the family and community sharpens.

To provide an intensive period of preparation prior to release focusing on practical survival/ adjustment matters such as housing, employment, abiding by parole requirements, and guiding offenders in developing an accountability plan to focus their behavior upon returning to the community.

Staying Home, learned lessons applied; community monitoring and support.

Support offenders in their transition into the community and help them remain there as productive citizens by monitoring behavior; identifying, and referring them to community programs; developing partnerships with volunteer groups, local law enforcement, faith based institutions and organizations that can help them maintain their positive efforts.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$1,245,253	\$1,406,075	\$1,416,967	\$1,389,630	\$1,480,620	\$63,653
STATE GENERAL FUND BY:						
Interagency Transfers	3,784,829	4,000,000	4,000,000	2,386,407	2,000,000	(2,000,000)
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	0	143,944	143,944	0	0	(143,944)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$5,030,082	\$5,550,019	\$5,560,911	\$3,776,037	\$3,480,620	(2,080,291)
EXPENDITURES & REQUEST:						
Salaries	\$809,635	\$801,045	\$801,045	\$821,151	\$852,508	\$51,463
Other Compensation	39,106	26,082	26,082	26,082	26,082	0
Related Benefits	144,363	314,906	314,906	210,219	194,044	(120,862)
Total Operating Expenses	145,555	55,830	55,830	57,220	55,830	0
Professional Services	540,380	172,507	172,507	176,802	172,507	0
Total Other Charges	3,351,043	4,179,649	4,179,649	2,478,163	2,179,649	(2,000,000)
Total Acq. & Major Repairs	0	0	10,892	6,400	0	(10,892)
TOTAL EXPENDITURES AND REQUEST	\$5,030,082	\$5,550,019	\$5,560,911	\$3,776,037	\$3,480,620	(2,080,291)
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	17	17	17	16	17	0
Unclassified	4	3	3	4	4	1
TOTAL	21	20	20	20	21	1

SOURCE OF FUNDING

This program is funded with State General Fund and Interagency Transfers. Additionally, in Fiscal Year 2003, this program had funding from Statutory Dedications from the Deficit Elimination/Capital Outlay Escrow Replenishment Fund (created in La. R.S. 39:137) for a one-time Group Benefits premium adjustment. The Interagency Transfer funding is received from the Department of Social Services for the TANF (Temporary Assistance for Needy Families) block grant. The TANF funds are for the Project Return. The Statutory Dedications were derived from taxes (Per R.S. 39:36B. (8), see table below for a listing of expenditures out of each statutory dedication fund).

	ACTUAL	ACT 13	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	OVER/(UNDER)
						EXISTING
Deficit Elimination/Capital Outlay Escrow Replenishment Fu	\$0	\$143,944	\$143,944	\$0	\$0	(\$143,944)

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$1,406,075	\$5,550,019	20	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$10,892	\$10,892	0	Carry Forward for Major Repairs
\$1,416,967	\$5,560,911	20	EXISTING OPERATING BUDGET - December 2, 2002
(\$10,892)	(\$10,892)	0	Non-Recurring Carry Forwards
\$66,400	\$66,400	0	Group Insurance Adjustment
\$0	(\$143,944)	0	Other Non-Recurring Adjustments - one-time Group Benefits premium adjustment in Fiscal Year 2003
\$0	(\$2,000,000)	0	Other Adjustments - Reduction in TANF funding to be received from the Department of Social Services. The net funding of \$2 million will be utilized for Post-Release Training Support (Project Return).
(\$23,174)	(\$23,174)	0	Other Adjustments - adjustment to Personal Services to estimated need per the Department of Corrections
\$31,319	\$31,319	1	Other Technical Adjustments - Transfers one (1) Project Coordinator position from the Adult Services Program to properly reflect funding in the appropriate program
\$1,480,620	\$3,480,620	21	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$1,480,620	\$3,480,620	21	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$1,480,620	\$3,480,620	21	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$172,507	Court Appointed Attorneys for inmates
\$172,507	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$148,849 Special Investigator
\$2,000,000 Project Return

\$2,148,849 SUB-TOTAL OTHER CHARGES

Interagency Transfers:
\$30,800 Allocation to the Office of Telecommunications Management

\$30,800 SUB-TOTAL INTERAGENCY TRANSFERS

\$2,179,649 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2003-2004.